

Bursary Eligibility Criteria 2019/20

Bradgate Sixth Form has been provided with a limited allocation of money which we can use to provide support for students whose financial circumstances create a barrier to their education. The money we have available can be used to provide some assistance towards meeting the costs of resources needed for Sixth Form learning

We aim to have clear and transparent processes for allocating the funds to students, including an open appeals procedure. To be eligible for a Bursary payment, you must meet the General Eligibility Criteria set out below. You must also be under 19 at 31 August 2019.

Where possible, bursaries will be paid by means of purchases made by Bradgate Sixth Form, on behalf of the students, rather than paid as cash. Receipts are required for any expenditures incurred by students that may qualify for reimbursement.

We recognise that not all costs in respect of Sixth Form education are incurred at the start of the academic year. Costs such as school trips may not be known until some time later. If you wish for the costs of such trips to be met from Bursary funds please let us know at the time the trip is due for payment.

Four types of bursary will be available to young people aged 16-19 who commence their training in the year 2019/20:

- **Type A - Vulnerable Persons Bursary**

This category includes young people in care, care leavers, young people in receipt of Income Support/Universal Credit and Disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance who will be eligible to receive an annual bursary of £1500 or pro-rata for students studying less than 4 qualifications. Evidence to support the application will be needed, such as a letter setting out the benefit to which the young person is entitled, or written confirmation of current/previous 'Looked After' status from the relevant Local Authority, or their Leaving Care Review Document.

- **Type B - Discretionary Bursary – Free School Meals students**

Students on FSM – Bursary's of up to £1200 are available for resources, equipment travel and educational trips.

- **Type C - Discretionary Bursary – Income Band related**

This may be awarded on an identified needs basis and entirely at Bradgate Sixth Form's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

Household income must be below £27,000 – Evidence of this must accompany the application and each application is assessed on an individual basis therefore allowing some flexibility eg., consideration would be given to the number of dependants in a household

- Payments will be determined according to income bands based on the information received and whether financial hardship is identified, the learner will be awarded one of the following:

- BAND A – Household with an Income below £18,000 – **A maximum bursary** of up to £1000.00
- BAND B – Household with an income between £18,001 - £22,999– **A maximum bursary** of up to £750.00
- BAND C – Household with and income between £23,000 - £26,999 – **A maximum bursary** of up to £500.00 per month

Payment to the above values is strictly dependent upon the total sum of money made available to us and the number of applicants. It should not be assumed that payments of £1000/£750/£500 will be guaranteed.

- **Type D - Discretionary Bursary – Unique circumstances**

If students do not qualify for any of the above, there could still be support available to help with one off costs; applications for this can be made in writing to Katie Johnson.

In all cases, the young person will complete an application form and will provide the required evidence as listed above. The application will take no longer than 3-5 working days to process (upon receipt of the required evidence). If the application is unsuccessful, the young person will be made aware of the outcome in writing within 10 working days.

Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance and behaviour.

Bradgate Sixth Form's Complaints Procedure is in place to cover:

- Queries/disagreements over applications for both the Vulnerable and Discretionary Bursary funds.
- Queries/disagreements over agreed standards of attendance and behaviour.